How would a user update the sequencing of actions on the employees Data Control Page?

Step 1: Correct Employee's Transaction #'s on the Data Control Page.

➢ The user must navigate to: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing

  ➢ Bring up the employee that has the multiple 01/08/06 rows under correction mode.

  ➢ Navigate to the 1/08/06 Pay adjustment row (NOA = 894). Set the the Transaction # equal to '1'.

  ➢ Correct the subsequent 1/08/06 row(s) to subsequent transaction numbers (i.e. 2, 3, etc).

  ➢ Click 'SAVE'

  ➢ Click the Reviewed Check box on the subsequent data rows.

  ➢ Click 'SAVE' and validate that the new sequencing of the rows has the 894 action as the first action (I.e. Transaction # = 1 and Sequence # =1.